

RMC 4-8-080.G LAND USE PERMIT PROCEDURES:

LAND USE PERMITS	PUBLIC NOTICE OF APPLICATION	RECOMMENDATION	OPEN RECORD HEARING ⁷	DECISION/ADOPTION	OPEN RECORD APPEAL	CLOSED RECORD HEARING	JUDICIAL APPEAL
TYPE I							
Building and Grading Permits ¹	No	No	No	Staff	HE	CC	SC
Business Licenses for Home Occupations (no customer visits/deliveries)	No	No	No	Staff	HE	CC	SC
Deferrals	No	No	No	Staff	HE	CC	SC
Lot Line Adjustments	No	No	No	Staff	HE	CC	SC
Minor Modification to Previously Approved Site Plan (<10%)	No	No	No	Staff	HE	CC	SC
Modifications, Deviations, Alternates of Various Code Standards ²	No	No	No	Staff	HE	CC	SC
Public Art Exemption Certificate	No	No	No	Staff	HE	CC	SC
Routine Vegetation Management Permits (SEPA exempt)	No	No	No	Staff	HE	CC	SC
Shoreline Exemptions	No	No	No	Staff	HE	CC	SC
Special Fence Permits	No	No	No	Staff	HE	CC	SC
<u>Temporary Use Permit (SEPA exempt): Tier I</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
Waivers ²	No	No	No	Staff	HE	CC	SC
<u>Other SEPA Exempt Activities/Actions</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
TYPE II							
Additional Animals Permit	Yes	No	No	Staff	HE	CC	SC
<u>Administrative Variances</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
Business Licenses for Home Occupations (with customer visits/deliveries)	Yes	No	No	Staff	HE	CC	SC
Conditional Approval Permit	Yes	No	No	Staff	HE	CC	SC

(nonconforming structures)							
Short Plats – 4 Lots or Less (SEPA exempt)	Yes	No	No	Staff	HE	CC	SC
Site Plan Review (administrative) for Secondary Uses (SEPA exempt)	Yes	No	No	Staff	HE	CC	SC
Temporary Use Permits (SEPA exempt): <u>Tier II</u>	Yes ³	No	No	Staff	CC	CC	SC
Temporary Emergency Wetland Permit	Yes	No	No	Staff	HE	CC	SC
Variances, Administrative	Yes	No	No	Staff	HE	CC	SC
TYPE III⁴							
Binding Site Plans	Yes	No	No	Staff	HE	CC	SC
Conditional Use Permit (administrative) with Environmental Review	Yes	No	No	Staff	HE	CC	SC
Development Permit (special flood hazard)	Yes	No	No	Staff	HE	CC	SC
Environmental Review ⁹	Yes	No	No	Staff	HE	CC	SC
<u>Master Site Plan Approvals (individual phases)</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
Site Plan Review (administrative) with Environmental Review	Yes	No	No	Staff	HE	CC	SC
Shoreline Permit	Yes	No	No	Staff	DOE	CC	SC
Short Plats – 4 Lots or Less, with Environmental Review	Yes	No	No	Staff	HE	CC	SC
Temporary Use Permits (subject to SEPA)	Yes	No	No	Staff	HE	CC	SC
Building Permits submitted in conjunction with any of the above	Yes	No	No	Staff	HE	CC	SC
TYPE IV⁴							
Variances, PBPW Administrator ⁵ (and building permits submitted in conjunction with above)	Yes	NA	Admin.	Admin.			SC

TYPE V							
Conditional Approval Permit (nonconforming uses)	Yes	Staff	HE	HE		CC	SC
Request for Extension of Amortization Period of Adult Use	Yes	NA	HE	HE	NA	CC	SC
TYPE VI⁴							
Bulk Storage Special Permit	Yes	Staff	HE	HE		CC	SC
Conditional Use Permit (Hearing Examiner)	Yes	Staff	HE	HE		CC	SC
<u>Environmental Review</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
Fill and Grade Permit, Special	Yes	Staff	HE	HE		CC	SC
Master Site Plan Approval (overall plan)	Yes	Staff	HE	HE		CC	SC
Mobile Home Parks, Preliminary and Final	Yes	Staff	HE	HE		CC	SC
Planned Urban Development, final	Yes	Staff	HE	HE		CC	SC
Planned Urban Development, preliminary, when associated with an existing development that proposes a binding site plan	Yes	Staff	HE	HE		CC	SC
Shoreline Conditional Use Permit ⁶	Yes	Staff	HE	DOE, HE		SHB	
Shoreline Variance ⁶	Yes	Staff	HE	DOE, HE		SHB	
Short Plats – 5 to 9 Lots	Yes	Staff	HE	HE		CC	
<u>Site Plan Review (Administrative) with Environmental Review</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Staff</u>	<u>HE</u>	<u>CC</u>	<u>SC</u>
Site Plan Review (Hearing Examiner) with Environmental Review	Yes	Staff	HE	HE		CC	
Special Permits	Yes	Staff	HE	HE		CC	
Variances (associated with Hearing Examiner land use review)	Yes	Staff	HE	HE		CC	

Building Permits submitted in conjunction with any of the above	Yes	Staff	HE	HE		CC	
Environmental Review	Yes	No	No	Staff	HE	CC	SC
Site Plan Review (administrative) with Environmental Review	Yes	No	No	Staff	HE	CC	SC
TYPE VII⁴							
Preliminary Plats – 10 Lots or More	Yes	Staff, HE	HE	CC			SC
Planned Urban Developments (preliminary, except as shown under Type VI)	Yes	Staff, HE	HE	CC			SC
Rezones (site-specific, not associated with a Comprehensive Plan amendment)	Yes	Staff, HE	HE	CC			SC
Building Permits submitted in conjunction with any of the above	Yes	Staff, HE	HE	CC	SC		SC
TYPE VIII⁴							
Final Plats	No	Staff	NA	CC			SC
Street Vacations ⁸	Yes	Staff	CC	CC			SC
TYPE IX⁴							
Development Regulation Text Amendments – Except Those Referred to Planning Commission	Yes	Staff	CC	CC			GMHB
TYPE X⁴							
Comprehensive Plan <u>Map or</u> Text Amendments	Yes	Staff, PC	PC, CC	CC			GMHB
Comprehensive Plan Map or Text Amendments with Associated Rezones	Yes	Staff, PC	PC, CC	CC			GMHB
Development Regulation Text Amendments Referred to Planning Commission	Yes	Staff, PC	PC, CC	CC			GMHB
TYPE XI							
Reserved for							

Annexations							
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LEGEND:

Staff – ~~Planning/Building/Public Works~~ Planning Division Staff
 ERC – Environmental Review Committee
 PC – Planning Commission
 Admin. – ~~Planning/Building/Public Works~~ Community and Economic Development Administrator or ~~his/her~~ designee
 HE – Hearing Examiner
 CC – City Council
 DOE – Washington State Department of Ecology
 SC – Superior Court
 SHB – Shoreline Hearings Board
 GMHB – Growth Management Hearings Board
 NA – Not Applicable

FOOTNOTES:

1. SEPA exempt or for which the SEPA/land use permit process has been completed.
2. Administratively approved.
3. In lieu of the public notice requirements of RMC [4-8-090](#), public notice of a SEPA exempt temporary use permit shall consist of the on-site installation of a twenty-four inch by thirty-inch (24" x 30") sign meeting the requirements of RMC [4-9-240E](#). At the discretion of the Administrator, additional notice may be required.
4. Environmental review may be associated with a land use permit. The Environmental Review Committee (ERC) is responsible for environmental determinations.
5. The ~~Planning/Building/Public Works~~ Community and Economic Development Administrator or ~~his/her~~ designee shall hear variances where not associated with a development that requires review by the Hearing Examiner.
6. Shoreline conditional use permits and shoreline variances also require approval of the State Department of Ecology (DOE). DOE has up to thirty (30) days to make a decision on a permit. This time period does not count toward the one hundred twenty (120) day maximum time limit for permit decisions. DOE's decision is followed by a twenty-one (21) day appeal period, during which time no building permit for the project may be issued.
7. An open record appeal of an environmental threshold determination must be held concurrent with an open record public hearing.
8. Street vacations are exempt from the one hundred twenty (120) day permit processing time limit.
9. Environmental review for a permitted/secondary/accessory use not requiring any other land use permit.

(Amd. Ord. 4827, 1-24-2000; Ord. 4963, 5-13-2002; Ord. 4975, 7-1-2002; Ord. 5153, 9-26-2005; Ord. 5356, 2-25-2008)